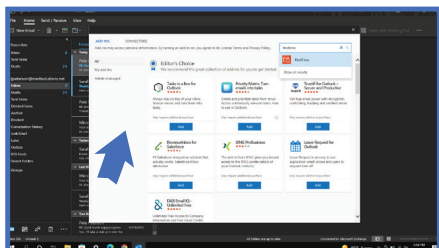
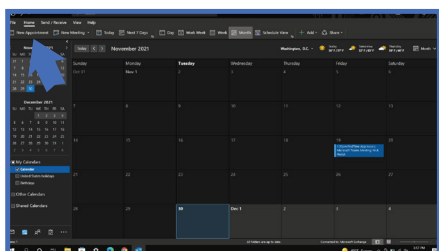


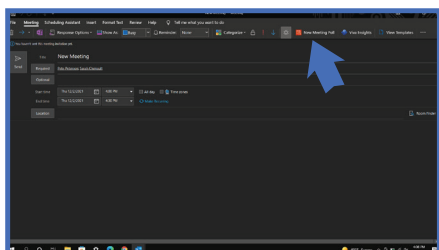
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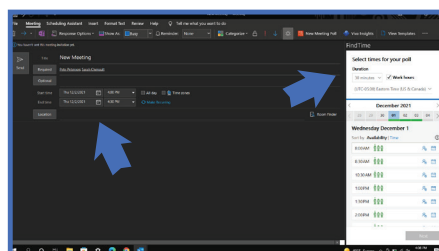
**1** To start, open Outlook, then click the three dots next to **Sync**.  
Click **Get Add-ins**, then, on the pop-up window, click the search box and search for FindTime. Click **Add**, then **Continue**.



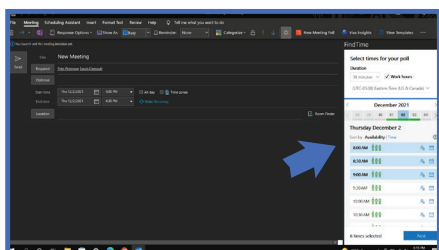
**2** Next, open your calendar in Outlook, then click **New Appointment**.



**3** Click on the **New Meeting Poll** option. Here, you can choose a title, add attendees, choose a start and end time for the meeting, choose a location, among other useful settings.



**4** On the right, you'll be able to set the duration of the meeting, whether the meeting will take place only during work hours, what the time zone of the meeting will be, and the date for the meeting. You can choose from a variety of additional options here.



## About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

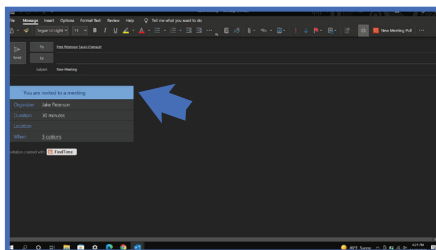
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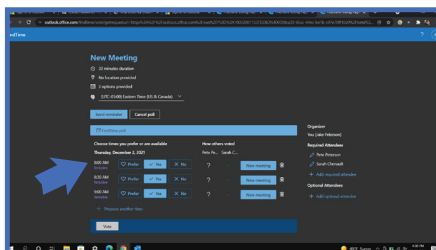
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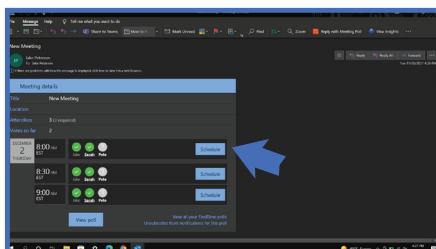
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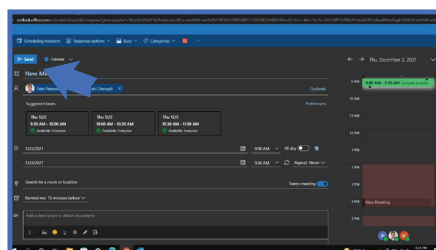
**5** Once you send out the meeting invites, your invitees will receive emails where they can vote on their preferred meeting times.



**6** They can choose from **Prefer**, which tells the organizer this meeting time is the best for them; **Yes**, which tells the organization this meeting time will work; or **No**, which tells the organizer this meeting time doesn't work.



**7** You will receive emails from FindTime letting you know as people vote on the meeting time. When you've received enough information to make a decision, you can click **Schedule**. This button will take you to Outlook, where you can create the official meeting invite by clicking **New Meeting**.



**8** With everything all set, just click **Send** as you normally would.

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